

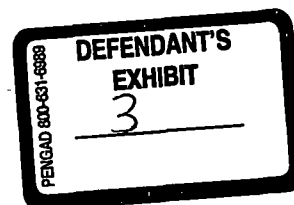


**Turlock, CA**

**Timekeeping Power User Training  
Onsite Agenda**

**May 22 – 24, 2018**

MyKeya Henderson, Project Manager  
Suzi Greene, Implementation Consultant/Onsite Trainer





## Pre-Work

- Prepare detailed list of pay codes and how they are used (e.g. if the pay code count towards overtime, if the pay code is restricted to specific departments/division)
- Prepare detailed list of all policies (e.g. overtime, comp time, special pay, etc.)
- Prepare detailed list of all holidays for each department/division, including the number of hours and any special pay practices or requirements.
- Print copies of reference material provided by Tyler for each attendee as applicable
  - Onsite Agenda
  - ExecuTime Pay Codes
  - Go Live Checklist – Power User Training
  - Policies
  - Holidays
  - Pay Codes

## Meeting Room Setup and Resources:

- Display Projector (overhead or connection to screens meeting attendees can see)
- High Speed Internet connection (required for all our products.)
- Working space for Tyler resources (when not conducting meetings)
- Security credentials (if applicable)
- Access to parking in close proximity to meeting location(s)

## Agenda

### Tuesday, May 22, 2018

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8:30am – 9:00am	Tyler Technologies Arrival and Introductions
9:00am – 10:00am	Training: Admin Overview of Employee Actions, Supervisor Actions, Reporting
10:00am – 10:15am	Break
10:15am – 11:45am	System Admin Training: Master File Management
12:00pm – 1:00pm	Lunch
1:15pm – 2:30pm	Workshop: Pay Codes
2:30pm – 2:45pm	Break
2:45pm – 4:45pm	Workshop: Pay Codes
4:45pm – 5:00pm	Wrap-up Discussion
5:00pm	Tyler Technologies Departure




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**Wednesday, May 23, 2018**


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8:15am – 8:30am	Tyler Technologies Arrival
8:30am – 9:30am	System Admin Training: Messages and Policies & Rules Engine
9:30am – 9:45am	Break
9:45am – 11:45am	Workshop: Review and Test Overtime & Comp Time Policies
12:00pm – 1:00pm	Lunch
1:15pm – 2:15pm	Workshop: Review and Test Overtime & Comp Time Policies
2:15pm – 2:30pm	Break
2:30pm – 3:45pm	System Admin Training: Schedule Maintenance – Security & Permissions
3:45pm – 4:45pm	Workshop: Security & Permissions
4:45pm – 5:00pm	Wrap-up Discussions
5:00pm	Tyler Technologies Departure

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**Thursday, May 24, 2018**


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8:15am – 8:30am	Tyler Technologies Arrival
8:30am – 10:30am	Workshop: Security & Permissions
10:30am – 10:45am	Break
10:45am – 11:45am	Payroll Functions Training: Bulk Transactions and Holiday schedules Workshop: Holiday Schedules
12:00pm – 1:00pm	Lunch
1:15pm – 2:45pm	Workshop: Holiday Schedules
2:45pm – 3:00pm	Break
3:00pm – 5:00pm	Open Action Items Discussion and Project Plan Review



ENTERPRISE WORKFORCE MANAGEMENT

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